

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

FINANCIAL REPORT WITH  
SUPPLEMENTARY INFORMATION

Year Ended December 31, 2007

## Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Twp <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Unit Name Sunfield District Library	County Eaton
Fiscal Year End December 31, 2007	Opinion Date February 29, 2008	Date Audit Report Submitted to State March 6, 2008	

We affirm that:

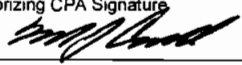
We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

- YES NO **Check each applicable box below.** (See instructions for further detail.)
- ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
  - ☒ ☐ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
  - ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
  - ☒ ☐ The local unit has adopted a budget for all required funds.
  - ☒ ☐ A public hearing on the budget was held in accordance with State statute.
  - ☒ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
  - ☒ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
  - ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
  - ☒ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
  - ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
  - ☒ ☐ The local unit is free of repeated comments from previous years.
  - ☒ ☐ The audit opinion is UNQUALIFIED.
  - ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
  - ☒ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
  - ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

<b>We have enclosed the following:</b>	Enclosed	Not Required (enter a brief justification)	
Financial Statements	<input checked="" type="checkbox"/>		
The letter of Comments and Recommendations	<input checked="" type="checkbox"/>		
Other (Describe)	<input type="checkbox"/>	N/A	
Certified Public Accountant (Firm Name) Campbell, Kusterer & Co., P.C.		Telephone Number 989-894-1040	
Street Address 512 N. Lincoln, Suite 100, P.O. Box 686		City Bay City	State MI
Authorizing CPA Signature 		Printed Name Mark J. Campbell	Zip 48707
		License Number 1101007803	

**SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan**

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# **CAMPBELL, KUSTERER & CO., P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

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## **INDEPENDENT AUDITOR'S REPORT**

February 29, 2008

To the Library Board  
Sunfield District Library  
Eaton County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Sunfield District Library, Eaton County, Michigan as of and for the year ended December 31, 2007, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Sunfield District Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Sunfield District Library, Eaton County, Michigan as of December 31, 2007, and the respective changes in financial position thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and budgetary comparison information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

*Campbell, Kusterer & Co., PC*  
CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the year ended December 31, 2007

The Management's Discussion and Analysis report of the Sunfield District Library covers the Library's financial performance during the year ended December 31, 2007.

FINANCIAL HIGHLIGHTS

Our financial status remained stable over the last year. Net assets at December 31, 2007, totaled \$94,339.31 for governmental activities. Overall total capital assets remained approximately the same.

Overall revenues were \$110,608.30 from governmental activities. Governmental activities had a \$22,309.33 increase in net assets.

We did not incur any new debt.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts, management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Library and the notes to the financial statements.

The first two statements are entity-wide financial statements and provide both long and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on individual parts of the Library in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

ENTITY-WIDE FINANCIAL STATEMENTS

The entity-wide statements report information about the Library as a whole using accounting methods used by private companies. The statement of net assets includes all of the Library's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two entity-wide statements report net assets and how they have changed. Net assets are the difference between the entity's assets and liabilities and this is one method to measure the entity's financial health or position.

Over time increases/decreases in the entity's net assets are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the entity you may also have to consider additional factors such as tax base changes, facility conditions and personnel changes.

All of the activities of the Library are reported as governmental activities. This includes the General Fund and the Memorial Fund.

**SUNFIELD DISTRICT LIBRARY**

Eaton County, Michigan

**MANAGEMENT'S DISCUSSION AND ANALYSIS- ENTITY-WIDE  
FINANCIAL INFORMATION – CONDENSED FINANCIAL INFORMATION**

December 31, 2007

	<u>Total</u> <u>Governmental</u> <u>Activities</u> <u>2007</u>
Current Assets	92 976
Capital Assets	<u>204 151</u>
Total Assets	<u>297 127</u>
Current Liabilities	7 788
Non-current Liabilities	<u>195 000</u>
Total Liabilities	<u>202 788</u>
Net Assets:	
Invested in Capital Assets	9 151
Unrestricted	<u>85 188</u>
Total Net Assets	<u><u>94 339</u></u>

	<u>Total</u> <u>Governmental</u> <u>Activities</u> <u>2007</u>
Program Revenues:	
Fees and charges for services	4 170
General Revenues:	
Property taxes	68 871
State Revenue Sharing	2 038
Penal fines	17 543
Interest	3 759
Miscellaneous	<u>14 227</u>
Total Revenues	<u>110 608</u>
Program Expenses:	
Culture and recreation	<u>88 299</u>
Total Expenses	<u>88 299</u>
Increase in Net Assets	22 309
Net Assets, January 1	<u>72 030</u>
Net Assets, December 31	<u><u>94 339</u></u>

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the year ended December 31, 2007

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the Library's funds, focusing on significant (major) funds not the Library as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Library Board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The Library has the following types of funds:

Governmental Funds: All of the Library's activities are included in the governmental fund category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that the differences between the Library's entity-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them. The Library's governmental funds include the General Fund and the Memorial Fund.

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE

The Library's overall financial status is adequate to meet its current obligations.

FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS

The General Fund pays for most of the Library's operational expenses.

Total General Fund expenditures for the year ended December 31, 2007 were \$94,677.49.

CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

The Library's governmental activities invested \$13,409.33 in capital assets.

The Library's governmental activities paid \$10,000.00 of principal on long-term debt.

KNOWN FACTORS AFFECTING FUTURE OPERATIONS

There are no known factors that will affect future operations.

CONTACTING THE LIBRARY'S MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the Library's finances and to demonstrate the Library's accountability for the revenues it receives. If you have any questions concerning this report please contact the Library Director at 517-566-8065.

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

GOVERNMENT-WIDE STATEMENT OF NET ASSETS  
December 31, 2007

	<u>Governmental Activities</u>
ASSETS:	
CURRENT ASSETS:	
Cash in bank	<u>92 976 06</u>
Total Current Assets	<u>92 976 06</u>
NON-CURRENT ASSETS:	
Capital Assets	257 357 85
Less: Accumulated Depreciation	<u>(53 206 71)</u>
Total Non-current Assets	<u>204 151 14</u>
TOTAL ASSETS	<u><u>297 127 20</u></u>
LIABILITIES AND NET ASSETS:	
LIABILITIES:	
CURRENT LIABILITIES:	
Deferred revenue	<u>7 787 89</u>
Total Current Liabilities	<u>7 787 89</u>
NON-CURRENT LIABILITIES:	
Note payable	<u>195 000 00</u>
Total Non-current Liabilities	<u>195 000 00</u>
Total Liabilities	<u>202 787 89</u>
NET ASSETS:	
Invested in Capital Assets, Net of Related Debt	9 151 14
Unrestricted	<u>85 188 17</u>
Total Net Assets	<u>94 339 31</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>297 127 20</u></u>

The accompanying notes are an integral part of these financial statements.



SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

GOVERNMENT-WIDE STATEMENT OF ACTIVITIES  
Year ended December 31, 2007

	<u>Expenses</u>	<u>Program Revenue</u>	<u>Governmental Activities Net (Expense) Revenue and Changes in Net Assets</u>
<b>FUNCTIONS/PROGRAMS</b>			
Governmental Activities:			
Culture and recreation – library	<u>88 298 97</u>	<u>4 169 75</u>	<u>(84 129 22)</u>
General Revenues:			
Property taxes			68 871 36
State revenue sharing			2 037 80
Penal fines			17 542 74
Interest			3 759 25
Miscellaneous			<u>14 227 40</u>
Total General Revenues			<u>106 438 55</u>
Change in net assets			22 309 33
Net assets, beginning of year			<u>72 029 98</u>
Net Assets, End of Year			<u>94 339 31</u>

The accompanying notes are an integral part of these financial statements.

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

BALANCE SHEET – GOVERNMENTAL FUNDS  
December 31, 2007

	<u>General</u>	<u>Other (Memorial)</u>	<u>Total</u>
<u>Assets</u>			
Cash in bank	<u>87 527 35</u>	<u>5 448 71</u>	<u>92 976 06</u>
Total Assets	<u><u>87 527 35</u></u>	<u><u>5 448 71</u></u>	<u><u>92 976 06</u></u>
<u>Liabilities and Fund Equity</u>			
Liabilities:			
Deferred revenue	<u>7 787 89</u>	<u>-</u>	<u>7 787 89</u>
Total liabilities	<u>7 787 89</u>	<u>-</u>	<u>7 787 89</u>
Fund equity:			
Fund balance:			
Unreserved:			
Undesignated	<u>79 739 46</u>	<u>5 448 71</u>	<u>85 188 17</u>
Total fund equity	<u>79 739 46</u>	<u>5 448 71</u>	<u>85 188 17</u>
Total Liabilities and Fund Equity	<u><u>87 527 35</u></u>	<u><u>5 448 71</u></u>	<u><u>92 976 06</u></u>

The accompanying notes are an integral part of these financial statements.

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET ASSETS  
December 31, 2007

TOTAL FUND BALANCE – GOVERNMENTAL FUND	85 188 17
Amounts reported for governmental activities in the statement of net assets are different because –	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet:	
Capital assets at cost	257 357 85
Accumulated depreciation	(53 206 71)
Long-term debt liabilities are not due and payable in the current period and therefore are not reported in the governmental funds	<u>(195 000 00)</u>
TOTAL NET ASSETS – GOVERNMENTAL ACTIVITIES	<u><u>94 339 31</u></u>

The accompanying notes are an integral part of these financial statements.

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –  
GOVERNMENTAL FUNDS  
Year ended December 31, 2007

	<u>General</u>	<u>Other (Memorial)</u>	<u>Total</u>
Revenues:			
Property taxes	68 871 36	-	68 871 36
Penal fines	17 542 74	-	17 542 74
State revenue sharing	2 037 80	-	2 037 80
Charges for services	4 169 75	-	4 169 75
Interest	3 588 65	170 60	3 759 25
Miscellaneous	9 572 47	4 654 93	14 227 40
Total revenues	<u>105 782 77</u>	<u>4 825 53</u>	<u>110 608 30</u>
Expenditures:			
Culture and recreation:			
Library:			
Wages	36 631 78	-	36 631 78
Payroll taxes	2 802 34	-	2 802 34
Professional services	1 517 89	120 00	1 637 89
Videos	2 483 42	-	2 483 42
Books	9 465 13	-	9 465 13
Magazines	746 77	-	746 77
Insurance	2 015 00	-	2 015 00
Utilities	3 942 45	-	3 942 45
Dues	1 018 90	-	1 018 90
Supplies	3 131 20	1 565 83	4 697 03
Repairs and maintenance	3 586 34	-	3 586 34
Miscellaneous	281 66	-	281 66
Capital outlay	7 909 33	5 500 00	13 409 33
Debt service	19 145 28	-	19 145 28
Total expenditures	<u>94 677 49</u>	<u>7 185 83</u>	<u>101 863 32</u>
Excess (deficiency) of revenues over expenditures	11 105 28	(2 360 30)	8 744 98
Fund balances, January 1	<u>68 634 18</u>	<u>7 809 01</u>	<u>76 443 19</u>
Fund Balances, December 31	<u><u>79 739 46</u></u>	<u><u>5 448 71</u></u>	<u><u>85 188 17</u></u>

The accompanying notes are an integral part of these financial statements.

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN  
FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
Year ended December 31, 2007

NET CHANGE IN FUND BALANCE – TOTAL GOVERNMENTAL FUND 8 744 98

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures; in the Statement of Activities,  
these costs are allocated over their estimated useful lives as depreciation

Depreciation Expense	(9 844 98)
Capital outlay	13 409 33

Repayment of debt principal is an expenditure in the governmental funds, the  
repayment does not have an effect in the statement of activities but does  
reduce the debt balance in the statement of net assets.

Principal payments on long-term debt	
Note payable	<u>10 000 00</u>

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u><u>22 309 33</u></u>
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The accompanying notes are an integral part of these financial statements.

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

NOTES TO FINANCIAL STATEMENTS  
December 31, 2007

**Note 1 – Summary of Significant Accounting Policies**

The accounting policies of the Sunfield District Library, Eaton County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

**Reporting Entity**

The financial statements of the Library contain all the Library funds that are controlled by or dependent on the Library's executive or legislative branches.

The reporting entity is the Sunfield District Library. The Library is governed by an elected Library Board. As required by generally accepted accounting principles, these financial statements present the Library as the primary government.

**Government-Wide and Fund Financial Statements**

The government-wide financial statements, (the Statement of Net Assets and the Statement of Changes in Net Assets) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Library's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items not properly included among program revenues are reported as general revenue.

Major individual governmental funds are reported as separate columns in the fund financial statements.

**Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted resources are applied first.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

NOTES TO FINANCIAL STATEMENTS  
December 31, 2007

Note 1 – Summary of Significant Accounting Policies (continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)

Governmental Funds

General and Special Revenue Funds

The General Fund and the Memorial Fund are used to record the operations of the Library which pertain to maintaining and operating the Library. Included are all transactions related to the approved current operating budget.

Assets, Liabilities and Net Assets or Equity

Bank deposits and investments – Cash and cash equivalent investments include cash on hand, demand deposits, certificates of deposit and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables

Receivables have been recognized for all significant amounts due to the Library. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

Inventories

All purchases of materials are reflected in expense when paid.

Property Taxes

Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned.

Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the County delinquent tax rolls. The Library 2006 tax roll millage rate was 1.2294 mills and the taxable value was \$54,473,650.00.

Encumbrances

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

Capital Assets

Capital assets are defined by the Library as assets with an initial cost of more than \$1,000.00 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Building	40 years
Equipment	5-10 years

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

NOTES TO FINANCIAL STATEMENTS  
December 31, 2007

Note 1 – Summary of Significant Accounting Policies (continued)

Compensated Absences (Vacation and Sick Leave)

Employees are not allowed to accumulate vacation and sick pay and therefore no accumulated amount is recorded in the financial statements.

Post-employment Benefits

The Library provides no post-employment benefits to past employees.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Note 2 – Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these financial statements:

1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Library Board for consideration.
2. The proposed budgets include expenditures as well as the methods of financing them.
3. Public hearings are held to obtain taxpayer comments.
4. The budgets are adopted at the activity level by a majority vote of the Library Board.
5. The budgets are adopted on the modified accrual basis of accounting.
6. The originally adopted budgets can be amended during the year only by a majority vote of the Library Board.
7. The adopted budgets are used as a management control device during the year for all budgetary funds.
8. Budget appropriations lapse at the end of each fiscal year.
9. The budgeted amounts shown in these financial statements are the originally adopted budgets with all amendments that were approved by the Library Board during the fiscal year.



SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

NOTES TO FINANCIAL STATEMENTS  
December 31, 2007

**Note 3 – Deposits and Investments**

Michigan Compiled Laws, Section 129.91, authorizes the Library to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Library Board has designated one bank for the deposit of Library funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

The Library's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

	<u>Carrying Amounts</u>
Total Deposits	<u>92 926 06</u>

Amounts in the bank balances are without considering deposits in transit or uncleared checks.

	<u>Bank Balances</u>
Insured (FDIC)	95 952 31
Uninsured and Uncollateralized	<u>-</u>
Total Deposits	<u>95 952 31</u>

The Library did not have any investments as of December 31, 2007.

**Note 4 – Capital Assets**

Capital asset activity of the Library's Governmental activities for the current year was as follows:

	<u>Balance 1/1/07</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/07</u>
<u>Governmental Activities:</u>				
Buildings	230 000 00	-	-	230 000 00
Equipment	<u>28 658 52</u>	<u>13 409 33</u>	<u>(14 710 00)</u>	<u>27 357 85</u>
Total	258 658 52	13 409 33	(14 710 00)	257 357 85
Accumulated Depreciation	<u>(58 071 73)</u>	<u>(9 844 98)</u>	<u>14 710 00</u>	<u>(53 206 71)</u>
Net Capital Assets	<u>200 586 79</u>	<u>3 564 35</u>	<u>-</u>	<u>204 151 14</u>

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

NOTES TO FINANCIAL STATEMENTS  
December 31, 2007

**Note 5 – Changes in Long-Term Debt**

A summary of changes in long-term debt follows:

	<u>Balance 1/1/07</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance 12/31/07</u>
Note payable	205 000 00	-	10 000 00	195 000 00
Total	<u>205 000 00</u>	<u>-</u>	<u>10 000 00</u>	<u>195 000 00</u>

**Note 6 – Note Payable**

On April 20, 2000, the Library obtained a note payable from Ionia County National Bank for the acquisition and construction of the Library building. The note was refinanced on August 1, 2003 in order to obtain a lower interest rate.

<u>Due Date</u>	<u>Interest Rate</u>	<u>Principal Amount</u>
5/1/08	4.4%	\$ 10 000 00
5/1/09	4.7	15 000 00
5/1/10	4.7	15 000 00
5/1/11	4.7	15 000 00
5/1/12	4.7	15 000 00
5/1/13	4.7	15 000 00
5/1/14	4.7	20 000 00
5/1/15	4.7	20 000 00
5/1/16	4.7	20 000 00
5/1/17	4.7	20 000 00
5/1/18	4.7	20 000 00
5/1/19	4.7	<u>10 000 00</u>
Total Outstanding		<u>\$ 195 000 00</u>

**Note 7 – Risk Management**

The Library is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Library has purchased commercial insurance for property loss, torts and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

SUNFIELD DISTRICT LIBRARY  
Eaton County, Michigan

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND  
Year ended December 31, 2007

	Original Budget	Final Budget	Actual	Variance with Final Budget Over (Under)
Revenues:				
Property taxes	66 000 00	66 000 00	68 871 36	2 871 36
Penal fines	14 100 00	14 100 00	17 542 74	3 442 74
State revenue sharing	1 850 00	1 850 00	2 037 80	187 80
Charges for services	4 560 00	4 560 00	4 169 75	(390 25)
Interest	2 600 00	2 600 00	3 588 65	988 65
Miscellaneous	<u>1 550 00</u>	<u>1 550 00</u>	<u>9 572 47</u>	<u>8 022 47</u>
Total revenues	<u>90 660 00</u>	<u>90 660 00</u>	<u>105 782 77</u>	<u>15 122 77</u>
Expenditures:				
Culture and recreation:				
Library	73 501 00	73 501 00	67 622 88	(5 878 12)
Capital outlay	30 000 00	30 000 00	7 909 33	(22 090 67)
Debt service	<u>19 100 00</u>	<u>19 145 28</u>	<u>19 145 28</u>	<u>-</u>
Total expenditures	<u>122 601 00</u>	<u>122 646 28</u>	<u>94 677 49</u>	<u>(27 968 79)</u>
Excess (deficiency) of revenues over expenditures	(31 941 00)	(31 986 28)	11 105 28	43 091 56
Fund balance, January 1	<u>50 000 00</u>	<u>50 000 00</u>	<u>68 634 18</u>	<u>18 634 18</u>
Fund Balance, December 31	<u>18 059 00</u>	<u>18 013 72</u>	<u>79 739 46</u>	<u>61 725 74</u>

# CAMPBELL, KUSTERER & CO., P.C.

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## AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS

February 29, 2008

To the Library Board  
Sunfield District Library  
Eaton County, Michigan

We have audited the financial statements of the Sunfield District Library for the year ended December 31, 2007. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

### AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES

We conducted our audit of the financial statements of the Sunfield District Library in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

An independent auditor's objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, "in our opinion."

To the Library Board  
Sunfield District Library  
Eaton County, Michigan

In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

### **SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies are described in Note 1 to the financial statements.

### **OTHER COMMUNICATIONS**

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management's current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

### **COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY**

Our procedures disclosed the following conditions that we would like to bring to your attention:

#### **SEGREGATION OF DUTIES**

The Library's system of internal control is affected by the size of the staff that it can employ.

The ultimate accounting system would include enough employees to completely segregate all aspects of each transaction. Different departments or individuals would handle: transaction authorization, transaction execution, asset handling, recording of transactions, review of transactions and subsequent control of assets.

The Library cannot enact a complete segregation of all aspects of each transaction due to the nature of local units of government. The "cost to benefit" relationship also would not justify a complete segregation of all duties.

We recommend that the Library Board Members understand these circumstances when performing their oversight responsibilities.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Library's financial statements and this communication of these matters does not affect our report on the Library's financial statements, dated December 31, 2007.

### **SUMMARY**

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Sincerely,

*Campbell, Kusterer & Co., PC*  
CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants